

Full name of event (no initials): <u>Reimbursement for Annual Membership for Max McGraw's</u> Location (City/State): _____ If applicable, attach a listing of all Guests to include their name, title, company name as well as the meeting agenda.			IMPORTANT: Attach original paid receipts for individual expenses \$15 or greater. The approved Pre-Travel Form is required for any business-related travel; Blue Copy of the Pre-Travel must be attached in those instances. Refer to instructions on reverse side. Attach additional forms if necessary.								
			AUTOMOBILE As of January 1, 2013 the rate for use of a personal vehicle is 56.5¢/mile.		ROOM & TAX (Adjusted to single room rate). Itemize charges by day.		MEALS/INCIDENTALS For more information on meals and incidental expenses, see instructions. Meals/Incidentals must be itemized by day.		OTHER EXPENSES: Includes, but are not limited to, tolls, phone calls, taxi/train/bus fare, registration fees, approved car rental, airfare, etc. Meals/food are not considered "other expense" and are to be itemized under Meals/Incidentals section. Attach original paid receipts for individual expenses totaling \$15.00 or greater.		
DATE	DESCRIPTION/BUSINESS PURPOSE	DAILY MILEAGE	RATE	AMOUNT	LODGING	B'FAST	LUNCH	DINNER	EXPLANATION	AMOUNT	TOTAL
7/2/13	Reimbursement for dues paid		\$.565								1800
TOTAL											
Dr. Robert L. Breuder <small>Name (please print)</small> Office of the President <small>Department Name</small> Employee colleague ID number: _____ Telephone Extension: <u>2200</u>			Signature: <small>Signature</small> Date: <u>7/25/13</u> <small>Date</small> Budget Officer Approval: <small>Budget Officer Approval</small> Budget Officer: <small>Budget Officer</small> Date: <u>7/29/2013</u> <small>Date</small>						Total Expense Authorized by Department: <u>1800</u> Less Pre-Travel Advance Issued by the College: Amount Due Employee: <u>1800</u> Amount Due College (Payment is to accompany expense report; if paying by check, Payee is College of DuPage):		
ACCOUNT NUMBERS FOR REIMBURSABLE EXPENSE									FOR OFFICE USE ONLY:		
FUND	FUNCTION	DEPARTMENT	OBJECT CODE	AMOUNT	Audited By: <u>[Signature]</u> 7/23/13 Audited By: <u>[Signature]</u> Extensions/Footings Checked: Comments: <u>V221158</u>						
01	80	00781	5606002	\$ 1,800.00							
			5406002	\$							
				\$							
				\$							